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| <h1>佐世保基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> | | 広報番号： Announcement No. | 69-2015-CFAS HOUSING-SA(001) |
| | | 募集締切日： Closing Date | 4 Jun 15 |
| | | 発行日： Date of Issue | 29 May 15 |
| 1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LD <u>2</u>) Charge of Quarters Clerk, #404 採用可能な下限等級 Acceptable trainee level: N/A <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical | | 募集人数 No. of Recruitment 1 名 | 4.募集範囲 Area of Consideration (AOC) <input checked="" type="checkbox"/> I. 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> II. 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> III. 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> IV. 外部 Off Base Applicant Note: First consideration will be given to suitable and qualified current MLC/IHA employees of CFAS and CNRJ. |
| 2.部隊 Activity: CFAS Housing Programs Department, Unaccompanied Housing Division, UH Front Desk Section 勤務場所 Working Place: Hirase-cho, Sasebo City | | | |
| 3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon-Sun 勤務時間・休憩 Work Hours/Recess Period: 00:00~07:45/02:00~02:45 or 02:45~03:30 07:30~16:15/11:30~12:15 or 12:15~13:00 15:30~24:15/19:30~20:15 or 20:15~21:00 <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel | | 5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (____ヵ月 Months) | |
| 6.職務内容 Duties Please see attached task list. | | | |
| 7. 資格要件／身体条件 Qualification/Physical Requirements a. At least one year of clerical, technical, or administrative work experience in any field or completion of 4-years college/university in any field. b. Ability to speak, read and write English at average proficiency level (LAD-2). c. Skills in operating computer such as MS Word, Excel, and Outlook. d. Knowledge of customer service concepts and practices. e. Ability to report for duty, 24 hours a day, whether or not public transportation is available. Handicapped applicants may be accepted, depending on the degree and kind of disability. | | | |
| 英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional | | | |
| 学歴 Educational Background : See Block 7 | | 免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8 | |

職務状況
Working Condition

- ☒ **空席応募用紙** Application for Vacancy Announcement (HROY Form 1)
(☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either)
- ☒ **専門職務経歴書** Resume of Specialized Work Experience (HROY Form)
(上記と同じ言語で, Same language as above)
- ☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives”
- ☐ 運転免許証の写し Copy of GOJ Driver's License
- ☐ 修了証/証明書の写し Copy of Certificate
- ☒ 英語の能力を証明するもの(写し) Anything to certify English Proficiency (Copy)
- ☒ 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
- ☒ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant,
copy of Residence Card and Passport/Visa Copy

| 問い合わせ先 for Job Inquiries | 提出先 Office to Submit | 事務処理欄 For Official Use |
|---|--|---|
| 募集部隊担当 Activity POC: CFAS Housing Programs Department, Unaccompanied Housing Division, UH Front Desk Section ☎ (内線/Extension) 252-3342/6081 | 〒 857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 Hirase-cho, Sasebo City CNRJ, HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47 (受付時間 Customer Service Hours: 0800 – 1600) ☎0956-50-3656/3660 (DSN: 252-3656/3660) | PD No.: CFAS-N932FD-002 |
| | | PD is accurate and current. Certified by Activity: KH |
| | | HRO: (rcvd: 5/26) yh 5/26 |

外部応募者申込先 Place to Apply for Off-base Applicants

佐世保公共職業安定所 佐世保市稲荷町 2-30 電話 : 0956-34-8609
 (受付 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)
 又はオンライン申し込み (駐留軍等労働者労務管理機構 Web Site: <http://www.lmo.go.jp/recruitment/>)
 Sasebo Public Employment Security Office “HELLO WORK”: 2-30 Inari-cho, Sasebo
 Phone: 0956-34-8609 (Service Hour: 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)
 On-line application request is possible. (Web site: <http://www.lmo.go.jp/recruitment/>)

外部応募者申込書類提出先 Place to Submit Applications for Off-base Applicants

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部
〒 857-0056 佐世保市平瀬町 3-1 (電話 : 0956-23-7191 FAX : 0956-23-9229)
 受付時間 : 午前 9 時～午後 5 時 ; 月曜日～金曜日 (祭日を除く)
 Labor Management Organization, Sasebo Branch: 3-1 Hirase-cho, Sasebo (Phone: 0956-23-7191 FAX : 0956-23-9229)
 Open from 0900 to 1700 hours. Monday through Friday (except Holidays)

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

募集締切日 1 6 時(午後 4 時)必着です。E メールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.

人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47) 1 階、正面出入り口を入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の 16 時(午後 4 時)までにしてください。Job applications may be dropped in the designated HR “Drop Box” located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。Forms for application are available for download on our web site. Please submit update application.

(https://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国防務令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記 : 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

6. Duties:

1. Operates the Lodging Touch System (LTS) for check in/out of customers, and telephone switchboard for incoming calls. Check personnel in desiring billeting, reads and interprets orders to determine the type of billet service charge to be assessed. Collects service charges from residents who receive room amenities, housekeeping services, and collect room keys upon check-out. Process reservations received through phone calls, fax and via e-mail. Maintains a central locator file for personnel residing in the CBH and a reservation log by the use of the LTS or hard copied files.
2. Serves as a clerical assistant to the Bachelor Housing Manager/Officer compiling statistical information and reports. Counts and provides the daily in-house transient and permanent residents for occupancy utilization report. Assist the CBH Manager/Officer in planning and reserving quarters for large group and special exercises.
3. Stamps orders certifying availability of quarters and messing. Issues Certificate of Non-Non Availability (CNA) when rooms are not available for transient customers.
4. Manages VHS/DVD movies and Internet Café rental and access for CBH transient residents. This includes rotation of movies available monthly. Provides information concerning availability of recreational, shopping areas, food facilities, hotels and domestic service.
5. Reports maintenance problems to the PWD trouble call desk or to the CBH Maintenance Supervisor. Coordinates with the Room Attendants about transient customers and permanent residents for room readiness.
6. Change surveillance video VCR tapes located at the Duty Manager's Office at Bldg. 151, and at Bldg.1604, Front Desk at 2400 hours daily. Be responsible for the security of all CBH properties.
7. Understands the concept of shift work schedule. Considered Key and Essential personnel in times of Emergency/Foul weather, i.e. typhoons, snowstorms, earthquakes, and heightened security alert or Force Protection.
8. Performs other incidental duties as may be assigned by CBH Officer.